

confidential
During the year 1947-48 every department in the Library felt the effects of the increased student registration. In the Reference and Circulation Department and the Branch libraries in particular the increase in service, as the large classes of students progress from their First to their Senior years, has been very marked.

STAFF

The staff of the Library consisted during the past year of 19 full-time members (nine of whom were professional librarians) four half-time assistants, and a delivery boy. Miss Lilian Leversedge was appointed Order Librarian on May 1, 1947, and on September 1, Miss Frances Gowan, formerly of Winnipeg, became Cataloguing Assistant.

Student Assistants:

Thirty-six student assistants were employed in the Library for varying periods weekly, many of them as Supervisors in the two Library Study Rooms. The policy was continued this year of employing students who intend to enter the library profession for desk work so as to give them experience. Three such students who will graduate this Spring, are already enrolled for the Fall term at Library Schools, and a number of others have planned their courses here with a view to taking library training later.

QUARTERS

With a registration of some 4700 students and the addition of more than 10,000 volumes to our collection during the past year, the problem of space has become very acute. Additional shelving has been added wherever possible but some thousands of less-used books have had to be placed in dead storage until we move to the new building.

Plans for the new Library.

In view of the congestion in the Main and Branch libraries it is pleasant to report steady progress in the plans for the new Library. By the Fall of 1947, the ground floor had been completed and covered in, ready for the erection of the structural steel in the Spring of 1948. It is hoped to have the exterior brick work laid and the building covered in by the winter of 1948, and to complete the building by the Fall of 1949. During the past year many hours have been spent by Architect, Librarian, and staff members in the consideration of the design, arrangement, lighting, interior finish, equipment and furniture of the building. Its completion is eagerly awaited not only by those who will profit by its superior facilities, but also by those departments of the University who will gain urgently-needed space which it will be vacating.

CATALOGUING and ORDERS

This Department consisted of the Chief Cataloguer, the Cataloguing Assistant, the Order Librarian, 3 full-time and one half-time clerical assistants. This has been a peak year in this department with more than 10,000 volumes catalogued, as compared with 3,000 in 1945-46 and 9,000 in 1946-47. This in spite of the fact that for 4 months the Chief Cataloguer, Miss Farquharson, was without professional cataloguing assistance.

During the year the Department ordered 4,701 titles; accessioned 6,820 volumes; catalogued 10,340 volumes (including 626 bound journals); lettered 7,378 volumes; withdrew 223 volumes, and typed 30,966 cards. The Chief Cataloguer and an assistant again spent May and June in Calgary, continuing the re-cataloguing of the Education Library there.

With the removal of the Hospital Nursing School library from the Hospital to the new Nurse's Residence, it was found to be in need of cataloguing and classification



and our help was sought by the Director of the School. This library is not a part of the University Library, but we were glad to be of assistance. The entire collection was re-shelved, labelled and put in order by our Cataloguing Department, a card catalogue made for it, and some 200 additional volumes classified. In January 1948, at the request of the Hospital Board, the University Library took over the ordering, cataloguing and preparation of books for this collection, on a cost basis.

REFERENCE, CIRCULATION and PERIODICALS.

The heavy registration of the session has been very evident in the increased activity of this department. The staff consisted of Miss Hamilton, Reference Librarian, Miss Freifield, Circulation Librarian, one half-time professional reference assistant, 3 full-time and one half-time clerical assistants, a delivery boy, and 9 student assistants.

Attendance.

During the day-time hours (from 7:45 a.m. to 5:30 p.m.) the Main Reading Room seating 81 readers, was filled to capacity. During the evenings (7 - 10 p.m.) a total number of 15,779 readers used this room, as compared with 9,183 evening readers last year. The Library Study Room across the rotunda, seating 75 readers, was used to capacity by 43,639 readers during supervised hours (9 a.m. - 5 p.m.) and by a large but undetermined number at other times.

Reference and Periodicals

In addition to the reference service given to faculty and students, this department is responsible for periodicals, government documents and pamphlet material, inter-library loans, and the binding of all books and journals for the entire University Library. During the year 1947 current periodicals were ordered and recorded (an increase of 65 over last year) 1851 volumes were prepared for binding; an increase of 966 volumes over 1946-47. Foreign periodicals, unobtainable during the war years, are becoming available once more and every effort is being made to build up the gaps in our files for that period, with a consequent increase in our binding work.

During the year 153 volumes were borrowed for staff members on Inter-library loan, and 42 volumes loaned to other libraries. 12 microfilms and 10 photostats were also obtained for those engaged in research problems.

Circulation.

Circulation statistics soared again this past year. In 1946-47 the Main Library circulation, 64,460, was double that of the preceding year. In 1947-48 the figure increased to 80,945, which includes: Books and periodicals from the Stacks, 21,642; Books from the Reserve shelves, 59,303. The Reserve collection in the Main Library now consists of 126 shelves containing the required reading for 91 courses - more than 3,000 volumes in all. Extramural loan borrowing during 1947-48 was almost double that of last year. 1,278 books were sent out by mail to 415 registered borrowers.

BRANCH LIBRARIES.

Education Library (Edmonton)

During 1947-48 the Education Librarian, Miss Clever, with two full-time assistants, circulated 53,648 books, an increase of 13,864 over last year's figure. Both the Education Reading Room and Library Study Room were used to capacity. The latter is open at all hours for the students' use, although it is not supervised after 4:30 p.m. During the year 23,197 readers made use of this room, an increase of 6,540 over 1946-47.

New equipment installed includes a small office for the Education Librarian

in which typing and interviews can be carried on without disturbing the readers; a new periodical rack, and additional book shelving.

Education Library (Calgary)

This library has had a very successful year, with a substantial increase in books, pictures, periodicals and equipment. When the University decided to offer 6 courses in Arts at Calgary, a good foundation collection of books in these fields, as well as a basic reference collection, was added to the books on Education already in the library. New equipment in the Library during the year consisted of a new circulation desk, a new card catalogue, a typewriter and additional shelving. Fluorescent lighting is to be installed in the immediate future.

Miss Grant, Education Librarian, and a half-time assistant circulated an average of 200 books a day during the session, and approximately 300 readers used the library daily.

Medical Library.

This branch library is open from 7:45 a.m. - 5 p.m., 7 - 10 p.m. daily except Saturdays. The Medical Librarian, Miss Giffen, is now assisted half-time by Miss Norma Wetterborg, an arrangement which makes trained reference service available at all times from 9 - 5 daily. Five part-time student assistants are also employed during the day and in the evenings.

Circulation statistics for the year are: Reserve books (for overnight use) 4,509; books from the stacks 2,153; journals and pamphlet material, 3,901; a total of 10,573. This is an increase of 33.7% over last year's total of 7,901. Circulation of reserve books for use in the library, of which no systematic count is kept, was correspondingly increased. A total of 2,701 items were circulated to city and rural doctors.

Subscription to medical journals numbered 237, of which 27 were new. New equipment added during the year includes fluorescent lighting, a new pamphlet file, an addition to the catalogue, and additional shelving.

Law Library

The great increase in registration in the Law Faculty since 1945 necessitated the addition of a second reading room adjoining the Law Library, to accommodate the extra students and new books. Shelves were built around the walls and tables and chairs for 45 additional readers provided.

Much effort and money was expended during the year to bring our collection of Law books up to a proper standard, by the purchase of new books and sets, and by the binding or rebinding of hundreds of volumes already in the library. One valuable item which we were able to secure - a duplicate set of English Law Reports - enabled us to remove our former set from use long enough to save it, by rebinding, from complete disintegration.

BRANCH READING ROOM.

Agriculture Reading Room.

Very extensive use was made of this reading room, which accommodates some 20 readers and several thousand of the books most used by Students of Agriculture. This past year 3,179 readers used the room, and 3,946 books were circulated, as compared with 2,935 readers and 1,402 books in 1946-47.

The Chemistry and Nursing Reading Rooms, each seating about 20 readers, and containing most of the books in their fields, were used to capacity during the session. Owing to the large number of students using the Mining Reading Room, it was found necessary to completely reorganize the book collection, and to employ a half-time assistant there.

STOCK of BOOKS.

During the year 3,942 volumes were added by purchase, and 332 by gift, giving us at March 31, 1948, a total of 93,850 accessioned volumes. In addition there are about 13,000 volumes as yet unaccessioned in the Education Library (Edmonton) and some 10,000 volumes in the Education Library (Calgary) giving a total book stock in the University Library system of approximately 116,850 volumes.

RADIO TALKS

During the past winter 22 weekly book talks were given by staff members of the University Library and Extension Library in the series Books at Random. This is the third season that this series has been presented over C.R.U.A.

GIFTS

We are grateful for the following gifts to the Library:-

From the Law Society of Alberta a grant of \$500, for the purchase of books for the Law Library;

From the College of Physicians and Surgeons of Alberta, a grant of \$200, for the purchase of books for the Medical Library;

From the Friends of the University:-

Beilstein's Handbuch der Organischen Chemie in 53 volumes.

The Malone Society Reprints. 87 volumes.

From the University of Western Ontario, The Canadian Medical Association, the late Professor G.W. Smith and numerous other sources, gifts of books, all of which have been duly acknowledged.

The Librarian wishes to express her appreciation of the unfailing loyalty and cooperation of the library staff, without which it would have been impossible to provide, with existing facilities, the expanded service described in this report.

Respectfully submitted,

Marjorie Sherlock,
Librarian.

